

Bringing Your Family on a Research Visit



10.1 Child Care

If you are bringing your children to Germany, you should start researching child care options as soon as possible and, if necessary, make arrangements while you are still in your own country. Even though Germany is making serious efforts to offer more child care options, places may be limited and will always require registration. There are two types of child care: facilities such as day-care centres and nursery schools, or in-home care provided by an individual.

Day-care centres and nursery schools

Day-care centres provide care for children from the age of three months until schoolage. Care is usually provided all day from 7 am to 5 pm.

Nursery schools offer care for children from the age of 2–3 until they reach schoolage. Care is usually provided from 7 am to 2 pm or 4 pm.

If you require child care, please contact the day-care centre or nursery school well in advance and register your child so that the facility can reserve a place for you. Fees are charged according to parental income and depend on the number of hours your child will spend at the facility per week. Most facilities offer lunch as well as educational programmes.

In Bochum

In cooperation with various partners, RUB offers child care and holiday programmes for RUB families. For help with child care issues, visit the ProKids office on campus or turn to the “family-friendly university” team who will be happy to provide guidance on any other questions relating to the family and care of dependents.

✉ Uwe Koßmann
ProKids – Family Service
UV 2/246
☎ Tel.: 02 34 / 32-2 77 72
☎ Fax: 02 34 / 32-1 48 96
✉ Email: prokids@rub.de

For more information on counselling and care services as well as life-work balance in general, please refer to Chapter 2.4

For more information on services for families, visit the City of Bochum website
🌐 www.bochum.de
> Umwelt/Gesundheit/Soziales > Soziales



Family guide issued by the Federal Ministry of Family Affairs, Senior Citizens, Women and Youth:
www.familien-wegweiser.de

In-home child care

In-home child care offers supervision and education mainly for children under the age of 3, which is usually provided at the home of the child-minder. Fees are charged based on parental income.

To find qualified child-minders with a valid child care permit issued by the Youth Welfare Office, please refer to the Youth Welfare Office or ProKids-The Family Service at RUB.

The easiest way to find a babysitter to mind your children for a few hours during the day or in the evening is to ask colleagues or neighbours.

10.2 Schools

In Nordrhein-Westfalen, compulsory education starts with primary school (years 1–4), after which pupils have the choice between three different types of school in Germany’s multi-track educational system: Hauptschule ends after year 9 or 10 with a certificate called Hauptschulabschluss. Realschule ends after year 10 with the Realschulabschluss, Gymnasium ends after year 12 with the Abitur, which is the prerequisite to enter a university. In addition, there are comprehensive schools as well as the new secondary schools (since 2012) which combine various types of school under one roof and issue various school-leaving certificates.

State schools are free in Germany. In the field of general education, there are only a few private or international schools that charge fees. The local school authority can provide information about the particulars of the school system in your area.

The choice of school is usually made after a personal visit and consultation with a member of the school leadership team. The academic year begins after the summer holidays in August or September, depending on the federal state. In Germany, most classes are held during the morning hours. However, Nordrhein-Westfalen is currently expanding various forms of day schooling.



Holiday child care
 RUB offers their employees and students holiday child care for a limited number of children (ages 6–13):
www.rub.de/fgH

More information on the school system in Nordrhein-Westfalen and Germany

Education portal of the State of Nordrhein-Westfalen
www.schulministerium.nrw.de/docs/bp

German Education Server
www.bildungsserver.de

Conference of German Ministers of Education
www.kmk.org/schul/home.htm

Schools in Bochum
 Information by the City of Bochum
www.bochum.de/schulverwaltungsamt

School Authority (Schulverwaltungsamt)
 Junggesellenstraße 8
 44777 Bochum
 Germany
 Tel.: 02 34 / 910-3863

On campus
 Uwe Koßmann
 ProKids – Family Service
 UV 2/246
 Tel.: 02 34 / 32-27772
 Fax: 02 34 / 32-14896
 Email: prokids@rub.de

Contacts for child benefit

Depending on your contract and country of origin, your application may be handled by different Family or Child Benefit Offices. Please enquire whom to contact about your particular case.

LBV – NRW – Family Benefits Office

✉ 40192 Düsseldorf
Germany
☎ Tel.: 02 11 / 60 23-01
🌐 www.lbv.nrw.de/kindergeld

LBV application form for child benefit:

🌐 www.lbv.nrw.de/merkblaetter/a_merkblaetter.php

Family Benefits Office Bochum

✉ Universitätsstr. 66
44789 Bochum
☎ Tel.: 08 00 / 4 55 55 30
(from Germany)
Fax: 02 34 / 3 05 15 37
✉ Email: familienkasse-bochum@arbeitsagentur.de



10.3 Family Benefits

Child benefit

Parents can apply for child benefit for their children up to the age of at least 18. Under certain circumstances, foreign parents are also eligible for this benefit.

Applicants are usually eligible for child benefit if they are resident in or habitually reside in Germany. If the applicant resides outside of Germany, he or she may still be eligible for child benefit if the applicant is subject to unlimited income tax liability in Germany.

The amount of child benefit varies depending on the number of children and is approximately 200 euro per month.

Application process:

The application must be submitted in writing to the respective Family or Child Benefit Office. The forms are available online.

Generally, we recommend you to submit an application and familiarise yourself in detail with the responsibilities of the Family Offices as well as your own rights. Currently, a residence permit for the purpose of (doctoral) study does not constitute eligibility for child benefit. Therefore, if you hold this kind of residence permit, you should verify whether your partner is eligible.

Parental allowance and parental allowance plus

Parental allowance and parental allowance plus are designed to compensate for loss of income after the birth of a child. The allowance and eligibility requirements vary according to the parents' employment situation after the birth of the child, but can be combined. Germany is planning to introduce a partnership bonus that will allow the eligibility period for parental allowance to be extended yet further.

Eligibility requirements:

Mothers and fathers are eligible for parental allowance and parental allowance plus if they

- are entitled to pursue gainful employment,
- care for and raise their children themselves after birth,

- pursue gainful employment for no more than 30 hours a week,
- live in the same home with their children and
- are resident in or habitually reside in Germany.

Parental allowance is 65–67 per cent of the family's average monthly earnings prior to the birth after deducting taxes, social insurance contributions and professional expenses. It is, however, limited to a maximum of 1,800 euro and a minimum of 300 euro. Non-working parents receive the minimum amount in addition to their previous family income. Parental allowance can be claimed by both mother and father from birth until the child reaches 14 months of age. The minimum duration is two months. Both parents can divide the period between them. The maximum claim period for any one parent is 12 months. It can be extended by two additional months if earnings cease and the partner is involved in caring for the child. Single parents who have sole custody or at least the right to determine the place of residence can receive parental allowance to compensate for their loss of earnings and, due to the absence of a partner, claim the full 14 months for themselves. Since parental allowance is paid exclusively on the basis of the child's age in months, the amount of parental leave requested from the employer should always match the child's age in months.



Application form for child benefit from the Employment Office

🌐 www.kindergeld.org/formulare.html

More information on child benefit

🌐 www.arbeitsagentur.de > ENG > Benefits > Child Benefit
🌐 www.bmfsfj.de > Familie > Leistungen und Förderung

In Bochum: Submit applications for parental allowance and child care allowance

Joint Pensions Office of the cities of Dortmund, Bochum and Hagen

Untere Brinkstraße 80

44141 Dortmund

Tel.: 02 31 / 5 00

Email: elterngeldkasse@stadtdo.de

www.elterngeld.dortmund.de

www.elterngeld.dortmund.de

> Betreuungsgeld

www.elterngeld.nrw.de

More information on parental and child care allowance entitlements:

www.familien-wegweiser.de

> Stichwortverzeichnis > Elterngeld

www.bmfsfj.de > Familie

> Leistungen und Förderung

Parental allowance plus will affect children born after 1 July 2015 and simplify the rules for parents who work part-time whilst receiving parental allowance.

Application process and deadlines:

Parental allowance must be requested from the relevant local authority using a form that can be completed online and must be submitted bearing an original signature. The application does not have to be submitted immediately after the child's birth. However, retroactive payments can only be made for the three months immediately preceding the beginning of the month in which the application for parental allowance was received.

Child care allowance

Parents with a child born after 1 August 2012 who are not (yet) taking advantage of their legal entitlement to early childhood education in a day-care facility or in-home day-care are eligible to apply for a child care allowance. The allowance of 150 euro per month is paid regardless of the parents' employment situation. As a rule, child care allowance can only be paid following parental allowance, i.e. once the child is 15 months old, for a maximum duration of 22 months. If the child is under 15 months, child care allowance can only be granted if both parents have already received the parental allowance to which they are entitled.

Application process and deadlines:

Child care allowance must be requested from the relevant local authority using a form which must bear an original signature. Retroactive payments can only be made for the three months of the child's life immediately preceding the month of the application.

Tax allowances for children

In Germany, taxpayers are entitled to a tax allowance for each child. This entitlement starts with the month in which the child is born. If you have children, you can register these child allowances with the local tax authority. In most cases, this will translate into a lower tax burden. Child benefit will be offset against these tax allowances.



10.4 Employment Opportunities for Partners

Labour legislation

Before your husband or wife starts looking for work, you should familiarise yourself with the relevant labour legislation (see Chapter 6.4). Please consult the German Consulate or local Foreign Citizens' Office to find out whether marital partners are allowed to pursue gainful employment and which documentation you may have to submit to apply for permission.

Job offers

You will find job offers in the weekend editions of newspapers, on online portals, via advertisements on notice boards or at the employment offices of the Federal Employment Agency. EURES – The European Job Mobility Portal – contains job offers and helpful information for all who wish to take advantage of freedom of movement for workers. In Germany, EURES advisers work at the employment agency job centres.

RUB VACANCIES:

www.stellenwerk-bochum.de

Information and advisory offices

EURES – The European Job Mobility Portal

ec.europa.eu/eures

Federal Employment Agency

www.arbeitsagentur.de

Useful online job portals

www.euraxess.eu > Jobs

www.zeit.de/jobs

www.academics.com

www.academics.de

In Bochum

Bochum Employment Agency

Universitätsstr. 66

44789 Bochum

44771 Bochum

Tel.: 08 00 / 4 55 55 00

(from Germany)

Fax: 02 34 / 3 05-13 49